

**Supreme Judicial Court
John Adams Courthouse
Conference Location Reservation Form**

This form is to be completed to request use of Supreme Judicial Court conference and meeting locations within the John Adams Courthouse. (*Note: to request use of locations in the Appeals Court of the Social Law Library, please contact those offices directly.*) Your request will be reviewed and a staff member will contact you as soon as possible regarding your request. Reservations are NOT confirmed until the form has been submitted and you have received e-mail or telephone confirmation from the court.

Please take note of the following policy regarding the use of the John Adams Courthouse:
The John Adams Courthouse is available to public agencies, as well as educational, civic and other private non-profit entities, for events that have as their primary purpose enhancement of the legal profession, or education about or improvement of the law, legal system, or the administration of justice. The event should be educational or civic in purpose and not a personal, political, commercial, or fund-raising event.

If you have any specific questions regarding our facilities or to check availability in advance please contact Suzanne Brown by e-mail at Suzanne.Brown@sjc.state.ma.us or by phone at 617-557-1193.

Name of Group Hosting Event: _____

Name of Event (Please include a brief description of event): _____

Date of Event: _____

Meeting Begin Time*: _____ **Meeting End Time*:** _____

* Please list the times the program or meeting is scheduled to begin and end. Unless special arrangements are made in advance, the conference location will be available 1 hour before the event start time to allow time to set up the location and ½ hour after the event end time to allow time for clean up. Conference locations are available Monday through Friday. Events must have an end time of not later than 9:00 pm.

Location of Event (check one):

☐ Second Floor Conference Suite ☐ Great Hall ☐ Other: _____

Fees:

A fee ☐ will ☐ will not be charged for attending the program (check which ever applies).

Reproduction of program/event:

This program ☐ will ☐ will not be filmed, taped, or recorded. Reproductions of any portion of a program held at the John Adams Courthouse either audio tapes, video tapes, DVDs, or other reproductions of the program **may not** be sold to raise funds for the organization holding the event.

Number of People Attending: _____

Contact Person: _____ Telephone # for Contact: _____

E-mail for Contact: _____

If different from above, provide name & telephone number for contact person who will be on site for the event.

Name: _____ Telephone # (office): _____ (cell): _____

PLEASE NOTE: The organization or group hosting the event must perform the actual set up and arrangement of the furniture and equipment for the program/event. All equipment must be returned to its original location at the conclusion of the event.

Furniture and A/V needs:

Please check all that apply and, where appropriate, indicate number of items needed.

- ☐ Stacking chairs, wood (100 available). Quantity requested: _____
- ☐ Folding tables, wood, 5' x 1½' (24 available). Quantity requested: _____
- ☐ round "cocktail" tables (6 available for use in 2nd floor locations only). Quantity requested: _____
- ☐ Lectern with sound system
- ☐ Table-top microphones for panel discussion. Number of panelists: _____
- ☐ VCR/DVD player and monitor
- ☐ Projector (for power-point presentation) *Note: presenter MUST bring his/her own laptop*
- ☐ Projection screen
- ☐ Sign Stands, metal, holds both horizontal and vertical signs from 8½" x 11" to 11" x 14" (4 available)
Quantity requested: _____

Catering/Food Service:

Name of caterer: _____ Telephone #: _____

Catering contact name: _____ Approx. arrival time: _____

Alcohol (check one): ☐ will not be served ☐ will be served [a copy of the caterer's liquor liability policy must be faxed to 617-557-1052 prior to the event]

*Please sign below indicating that you have read the policy highlighted on page 1 of this form and certify that the program/event meets the purpose stated above, is educational or civic in purpose, and is **not a personal, political, commercial, or fund-raising event**:*

Signed: _____ Date: _____

Print name: _____

Please return this form by fax to Suzanne Brown at 617-557-1052 (a cover sheet is not required).